

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Senior Systems Analyst	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 37

**Definition:** Under general direction from the Administrative Services Manager or Information Services Manager, performs system integration and complex analysis of systems and methods using structured techniques; enhances the use of relational, network and/or hierarchical databases for centralized use of data with distributed access computer systems; and manages and coordinates major information system projects within the City.

**Distinguishing Characteristics:** Ongoing project management and system integration responsibility, in addition to more complex system analysis and consulting activities, distinguish this position from the lower-level classification of Systems Analyst.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Analyzes and develops integrated, complex, centralized and distributed databases accessible across computer systems.
2. Conducts feasibility studies, requirements analysis and system design reviews; and prepares business and system proposals and specification documents.
3. Directs, coordinates and manages major information system projects and provides regular status communications on progress and issues.
4. Directs, coordinates and performs system integration activities.
5. Performs ongoing project administration within the City.
6. Supervises and assists other members of staff and line department personnel in the definition of requirements and implementation and training of new information systems and their proper use.
7. Evaluates and recommends improvements to existing systems for increased effectiveness and efficiency.
8. Conducts and assists others in the evaluation of vendor-proposed software, hardware, and technology products and services; recommends and coordinates the acquisition/development and installation.

9. May perform duties of the Information Services Manager during his/her absence.
10. Performs other related duties as required.

**Minimum Qualifications:**

Knowledge of: System analysis and development principles, practices, methods and techniques; database design and development concepts, methodologies and practices; project management methods and practices; functions and operations of various database management systems; and basic systems architecture and integration constructs.

Ability to: Direct, coordinate and manage large-scale system projects; design and develop on-line interactive and multidimensional databases; analyze and develop functional and technical requirements and specifications; conduct feasibility studies and consult with people at many levels within the organization; plan and estimate project tasks and activities, including manpower, loading and costing; and establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to a bachelor's degree in computer science from an accredited college or university, with five years' experience in information systems, including database analysis, system integration and project management within a professional, business or a municipal environment. Knowledge of Microsoft SQL; Visual Basic; ESRI Arc/Info and Arc/View; and AutoDesk, AutoCAD and MapGuide are highly desirable.

Established March 1986

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CLASS SPECS

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